

# **TOWN CLERK/FRONT OFFICE REPORT: JUNE 2018**



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### **Front Office Meetings and Community Activities:**

- Ms. McAuley participated in weekly senior staff meetings.
- Ms. Griffin provided administrative support for “What the American Flag Means to me” essay contest. She created the Certificates of Congratulations, purchased gift cards and secured refreshments.
- Ms. Griffin attended Port Towns’ Day Planning Committee meetings. She continues to assist in organizing vendors and entertainment for the event.
- Ms. McAuley attended a meeting at Bostwick with staff from Anacostia Watershed Society (AWS) to discuss responsibilities AWS has while using the property as a nursery for plantings that will be installed along the river.
- Ms. Griffin coordinated transportation for a number of senior outings.
- Ms. McAuley had several meetings with Alison Miller concerning the transition of responsibilities for the MEA and Community Legacy grants after the retirement of Lt. Flynn. Ms. Miler will also be helping with other grant opportunities such as Community Development Block grants.
- Ms. Griffin, a Notary, swore in two the new police officers.
- Ms. Griffin assisted with the development of the 4<sup>th</sup> of July flyer and notified past invited guests about the changes for 2018.
- Ms. Griffin prepared the President’s Academic Award certificates for the Mayor to present to students at Roger’s Heights Elementary School.

### **Special Elections:**

- Ms. Ethel Dorsey was elected as the new Council Member, Ward II, and took the Oath of Office on June 4<sup>th</sup>.
- Voter cards were returned to the Prince George's County Board Elections so that all who participated have credit for casting their ballots.

### **Summer Intern Program**

The Town Front Office staff and Ms. Dureke, Marketing Director, interviewed and hired interns for the 2018 summer intern program. We look forward to making this a meaningful learning experience for the interns while supporting staff in providing services to our residents.

### **Community Development Block Grants**

PY 43: Tilden Road Sidewalk Improvements – There was a mandatory pre-bid meeting held with the Town Engineer and Ms. McAuley on May 26th. Three contracting firms attended. The bid opening will be held on July 5<sup>th</sup> at 2 p.m.

PY 44 – Spring Road Improvements – We have not yet received notice about approval of this application. The Town requested \$135,000 for this proposed project.

### **Bostwick**

The easement agreement with Maryland National Capital Park and Planning Commission has been filed with the land records. The easement is required in order for the Town to receive grant funds from the County for Bostwick.

Ms. McAuley, Professor Linebaugh and staff from the Anacostia Watershed Society walked the property and outbuildings to talk about summer projects for AWS interns, storage of equipment and other issues of interest.

Ms. McAuley and Mr. Rinehart discussed plans to work together on applying for County building permits for the upcoming work on the porch and buttress.

Ms. McAuley met with an additional contractor concerning a price for the scaffolding and bracing of the South Buttress. He will be taking a couple of suggested modifications to the Town's structural engineer prior to giving a final proposal.

### **MEA & Community Legacy Grants**

Ms. McAuley will now be working with Alison Miller on helping individual home owners with limited incomes get access to weather/energy saving improvements for their homes. Bladensburg and the Port Towns resident applying for the grants will be given priority for this funding. We will increase community outreach to ensure our immediate community knows about this opportunity.

We will also be meeting with the County staffperson assigned to oversee the MEA grant program. In the past, the County has not had much of an outreach on these programs resulting in the Town administering grants beyond the collaborative agreement areas.

### **Town Community Grants**

Ms. McAuley met with Mr. Tinelli to review the four grant applications, checking to ensure all requirements were met and reviewed each program the applicants were applying for. Recommendations were made to the Mayor and Council at the June Worksession and the Council voted whether or not to fund each application at the televised Council Meeting under Financial Business.